

EMPLOYEE TRAVEL COMPENSATION

It shall be the policy of the District to permit and to authorize elected and appointed officials, employees, or volunteers of the District to incur certain expenses authorized by law for travel to and from and participation of attendance at educational workshops, conferences, training programs, official functions, hearings, or meetings, subject to the following:

1. This policy shall pertain to elected and appointed officials, employees, or volunteers of the District. This policy shall not pertain to employees incurring mileage expense during the regular course and scope of employment if such mileage is governed by other board policy or contract, nor shall it apply to expenditures which are specifically authorized by a law other than the Local Government Miscellaneous Expenditure Act.
2. No expenditure shall be authorized by the Board for travel to and from and participation or attendance at any educational workshop, conference, training program, official function, hearing or meeting, either within or outside the boundaries of the District, unless the following conditions have been met:
 - a. A request in writing has been made to the Superintendent or Superintendent's designee for authority to attend such educational workshop, conference, training program, official function, hearing, or meeting.
 - b. The purpose of the attendance has been concisely described in writing by the requesting party, and the requesting party shall have submitted in writing an estimated cost for travel and attendance relating to the event.
 - c. The Superintendent or his designee has approved travel and attendance to such events in writing.

The Board of Education shall, at the time of the adoption of its budget, authorize a total sum for expenditure for actual and necessary expenses incurred by elected and appointed officials, employees, or volunteers of the District to attend such educational workshops, training programs, conferences, official functions, hearings, or meetings as may be authorized as above described by the Superintendent or Board of Education. No expenditures which would cause the total sum expended for such travel and participation or attendance expenses to exceed the budgeted amount shall be approved except upon the approval of the Board of Education at a special or regular meeting.

3. If the above conditions have been complied with, any elected or appointed official, employee, or volunteer of the District shall submit to the Superintendent or other

appropriate administrator an accounting for reimbursement of actual and necessary expenses incurred by such individual to attend an educational workshop, conference, training, program, official function, hearing, or meeting; and the Board shall consider such claim at its next duly-convened Board meeting. If the Board determines that the terms of this policy have been met, the Board may authorize payment of, or reimbursement for, registration costs; tuition costs; fees or charges; mileage at the rate allowed by state statutes or the actual travel expense, if travel was authorized by commercial or charter means; meals and lodging in an amount not exceeding the lesser of the actual amount or the applicable Federal rate provided that, if the actual expenses exceed the applicable Federal rate, the Board may approve such expense for payment or reimbursement if a fully itemized claim is submitted substantiating such costs and the same are approved by a formal vote of the Board.

4. There shall be no expenditure of the District funds for travel or attendance at any workshop, conference, training program, official function, hearing, meeting, or recognition dinner for the spouse of the elected or appointed official, employee, or volunteer unless the spouse is also an elected or appointed official, employee, or volunteer. The District shall not make payment of, or reimbursement for, any expenditures which were incurred solely due to the attendance of the spouse.

Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 206.04 Board Member Compensation and Expenses
402.11 Credit Cards

